

	MONTH 1	MONTH 2	MONTH 3	MONTH 4
PREP	IT and training prep tasks all month			
TRAINING		Available first working day of the month	Available all month	
LAB		2 sessions held last week of the month	2 sessions held last week of the month	
INITIAL IMPLEMENTATION			First working day of first full week of the month	
FINAL CUTOVER				At AA +2
Pilot 1	FEBRUARY	-----	FEBRUARY 28	JUNE
Pilot 2	MARCH	APRIL	MAY	JUNE
1 - Western wave	MAY	JUNE	JULY	AUGUST
2 - Northern wave	JUNE	JULY	AUGUST	SEPTEMBER
3 - Eastern wave	JULY	AUGUST	SEPTEMBER	OCTOBER
4 - Southeastern wave	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER

Prep (Month #1)

In the month before training begins the local agency will need to obtain CARES Worker Web IDs for everyone who will be taking the CWW Training. Once the local agency staff person has passed the assessment, access will be granted under the same ID for the production environment.

An implementation expert and an IT technical expert from the state will meet the CARES Coordinator, manager(s) and IT Coordinator from each IM and W-2 agency to:

- Discuss the overall implementation strategy and roll-out plans.
- Provide a technical perspective (access to which web sites, bandwidth requirements, BadgerNet vs. Non-BadgerNet local agencies, etc.)
- Test connectivity from local agency site.
- Discuss technical assistance during the roll-out.

Training (Months #2 & #3)

In month #2 (1 month prior to ‘Go Live!’) the agency will need to have all staff that need to complete the training begin to take the CWW distance learning. Staff will need to have access to the PTS Learning Center web site and to the CARES Worker Web Training Environment.

LAB (Months #2 & #3)

In the last two weeks of month #2 and again in last two weeks of month #3, a hands-on/face-to-face lab will be available to staff that have not passed the assessment to help them learn the basics of CWW. We expect that upon completion of the lab, staff will be able to successfully complete the assessment.

Go Live! (Month #3)

At the beginning of month three, the agency can begin to use the CARES Worker Web in production, workers with CWW production access (granted after successfully completing the assessment) will be able to use the CWW for intake, review, query and change activities. As a worker uses the CWW for intake, review or making a change to a case that case is a web case. It cannot be transitioned back to the mainframe. This means that all review or change actions for this case will need to take place using the CWW. It does not mean that the case can only be queried using the CWW. Query will be available for cases that have transitioned to the CWW using both CWW pages and mainframe screens.

Mandatory Transition to the Web. (Month #4)

Two days after adverse action in Month #4, all active mainframe cases associated with the roll-out agency will be transitioned to the CWW. All new RFAs must now be done using the CWW.